ROUTING AND TRANSMITTAL SLIP

Date 20 NOV 1981

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. ODP/DDIN		
2. 2D42		
3.		
4.		
5.		

✔ Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Here — at last — is our contribution to the Word Processing Feasibility Study for this office. Many thanks for your help.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Chief, History Staff/DCI	316 Ames

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

☆ GPO : 1980 O - 311-156 (17)

STAT

19 Nov 1981

WORD PROCESSING FEASIBILITY STUDY

DCI/History Staff

1.0 Introduction

The History Staff of the Office of the DCI was re-established in November 1980, and on 30 October 1981 the Agency's Executive Committee approved its long-term program, a copy of which is attached. The History Staff has requested this Word Processing Feasibility Study in order to determine the most efficient and cost-effective means of supporting the substantial word-processing workload involved in this new history program.

1.1 Missions and Objectives

The mission of the History Staff is to serve CIA by helping preserve its institutional memory and historical records, by providing a specialized reference service, and by writing its history. It is also CIA's principal point of contact with other US Government history programs.

With respect to word processing activities, the History Staff's principal products are:

(a) classified histories, which include historical monographs and studies of from 50 to 500 double-spaced pages in length;

(b) a multi-volume general history of CIA; and

(c) oral history transcripts.

The History Staff also produces a variety of reference

ADMINISTRATIVE-INTERNAL USE ONLY

-2-

aids (e.g. chronologies, indexes, key personnel lists)
and records disposition guides, as well as the usual
administrative paper work for an office whose T/O pro-
vides for

STAT

1.2 Typing Task Description

Attachment B gives detailed data on the History
Staff's typing workload, which is grouped into the
following five principal categories:

    (a)   Correspondence

    (b)   Histories

    (c)   Charts, tables, and indexes

    (d)   Reference and records guides

    (e)   Forms and miscellaneous administration

1.3 Current System

For its current word processing workload the History
Staff has one principal workstation, an IBM Mag Card II
machine on loan arranged by the DCI/Administrative Office.
This workstation, located in the History Staff offices in
316 Ames Building, is manned by

STAT

GS-6 Secretary, who in previous employment has worked
on a Digital Word Processor (a video display system).
All of the other members of the History Staff also have
typewriters, which they use mainly to produce first
drafts for the secretary to type in further drafts or
final form, or both.

-3-

1.4 Problems

The most significant existing and anticipated
problems in our present word processing capabilities
are the following:

(a) We face increased and new workloads, with the
beginning of our newly-approved history-writing
program.

(b) The IBM Mag Card II machine, with its very
limited storage capacity, is unsuitable for processing
the very long manuscripts which predominate in our
work. Its use for such long documents is slow,
laborious and inefficient.

(c) The IBM Mag Card II machine lacks the text-editing
features needed for processing our histories, each
of which goes through several drafts to a semi-final
form, which is normally again edited and revised
after formal review.

(d) We expect problems of overload and backlog, with
only one IBM Mag Card workstation operated by only
one secretary. This system will not meet the typing
requirements of this office when all   historians   STAT
and the history assistant are in place and producing
material for processing.

(e) The present system requires excessive re-typing,
since whole pages must be retyped to correct any
error or to make even minor revisions.

2.0   Requirements

We have completed Attachment A, the Word Processing Requirements Checklist, to indicate our needs.

We should add that our printing, interface and storage requirements will not emerge clearly until we are further along in the newly-approved history program. We do expect our histories, although classified, to be reproduced in multiple copies for circulation within the Agency; the projected one-volume survey history, for example, will probably run into a three or four figure printing. Since we expect this printing and reproduction to be done within the Agency, it would be useful to have this work electronically stored and accessible to the Agency's typsetting and composing facilities. Moreover, in our research we could profit from an ability to interface with other offices in the Agency, to capture documents and data important for our work. A large electronic storage capacity will be helpful for these anticipated printing and interface uses, as well as for the creation of new studies using sections and documents from previous work.

3.0   Alternative Solutions

(ODP to provide)

4.0   Cost Analysis

As noted above, the History Staff has only one secretary (GS-6). The history assistant (GS-9) serves as back-up typist in the secretary's absence, but at the expense of her regular duties. If provided with a video display system, we would expect it to be used not only by the secretary and history

ADMINISTRATIVE-INTERNAL USE ONLY

-5-

assistant, but also by some, if not all, of the [   ] pro-   **STAT**
fessional historians.

    4.1 <u>Annual Typing Workload</u>

      We have completed Attachment B, the Annual Typing
Workload Form. Since the History Staff has only been re-
established for just less than a year, and will not reach
its full complement of historians for another month or so,
the workload estimates are based both on recent experience
and on the projected work schedules for the approved history
program.

5.0 <u>Conclusion</u>

      If there is any further information or explanation we
can provide for this Feasibility Study, please contact
the Chief, History Staff, Dr. J. Kenneth McDonald.

Attachments

Word Processing Requirements Checklist

lease indicate the following requirements:

R - Required   D - Desirable
HD - Highly Desirable   NA - Not Applicable

(choose one)

	(R)	(HD)	(D)	(NA)
System Configuration				
Standalone				
Single Station w/printer. _____ terminals				
Dual Station w/shared printer. _____ terminals				
Shared Logic. _____ terminals				
_____ printers				
Online Central Facility. _____ terminals				
Other (please specify) _____				
_____				
_____				
_____				
Text Editing				
Adjustable Margins	X			
Automatic Centering	X			
Automatic Footnoting	X			
Automatic Formatting	X			
Automatic Hyphenation	X			
Automatic Outlining	X			
Automatic Pagination	X			
Automatic Underlining	X			
Automatic Widow/Orphan Control	X			
Automatic Word Wraparound	X			
Block Text Copy	X			
Character Insert/Delete	X			
Column Insert/Delete/Move	X			
Document Oriented (docs 4 pages or more)	X			
Global Search	X			
Global Search with Replace	X			
Horizontal Scrolling. _____ chars per line	X			
Line Insert/Delete/Move	X			
Multiple Headers and Trailers. _____ levels	X			
Page Oriented (docs 4 pages or less)				X
Paragraph Insert/Delete/Move	X			
Phrase Dictionary		X		
Recorded Tabsettings				
Flush Left	X			
Flush Right	X			
Decimal	X			
Dot Leadering	X			
Skip to Given Page	X			

Word Processing Requirements Checklist

Please indicate the following requirements:

R - Required   D - Desirable
HD - Highly Desirable   NA - Not Applicable

(choose one)

Text Editing (cont.)

	(R)	(HD)	(D)	(NA)
Skip to Given Text	X			
Vertical Scrolling. Unlimited pages	X			
Word Insert/Delete	X			
Other (please specify) _____				
Software Options				
Automatic Glossary Index	X			
Automatic Table of Contents	X			
Compute Sub and Final Totals		X		
Display Scientific Equation Symbols		X		
Forms Fill-In and Print		X		
Index/Glossary of Stored Documents	X			
Merge Stored "boiler plate" Data	X			
Merge Keyboarded Text with Stored Data	X			
Perform Basic Row/Column Mathematical Operations		X		
Perform Records Management Functions (file definition, select, and sort)	X			
Store/Retrieve Previously Stored Data	X			
User Prompt Driven	X			
Other (please specify) Dictionary (divide words and correct spelling)		X		
Storage and Recording				
Single Diskette				
Dual Diskette				
Magnetic Card				
Magnetic Tape				
VM/CMS Mini Disk				
Other (please specify) _____				

Word Processing Requirements Checklist

Please indicate the following requirements:

R - Required   D - Desirable
HD - Highly Desirable   NA - Not Applicable

(choose one)

	(R)	(HD)	(D)	(NA)
5. Printing				
Local High Quality. __3__ carbons		X		
Background Printing Mode	X			
Multiple Character Sets per Pass. __4__ sets	X			
Type Fonts (specify: Courier, Orator, Symbol Prestige Elite, Delegate, Ltr Gothic, italic courier*)	X			
Character Pitch (specify: _10, 12, propor-_ __tional space__)	X			
Print Queue. 10_____ documents	X			
Proportional Printing for Flush Right Margins	X			
Variable Spacing for Super and Subscripts	X			
Other (please specify) ____Noise guards____	X			
6. Interface (see narrative)				
ODP's VM/CMS Facility				
OC's Cable Dissemination System (CDS)				
OL's Computer Output Microform (COM)				
OL's Electronic Text Editing and Composing System (ETECS)		X		
ODP's Online IBM System 6670 Printer				
ODP's Online Xerox 9700 Printer				
Other (please specify) _____				

* Fonts continued: Light italic, Comm/USASI OCR 2

Estimated Annual Typing Workload

Name: J. Kenneth McDonald   Date: 19 Nov. 1981   STAT

Off/Div: DCI/ History Staff

(please specify category of typing task)

Data Elements	(a) Correspondence	(b) Histories (Chapters)	(c) Bibliographies, Charts &c	(d) Reference & Record Guides	(e) Forms & Misc.Admin.
1. Documents per year	520	40	72	12	104
2. Pages per document	1	50	12	35	1
3. Lines per page	28	28	40	28	14
4. Retypes per document	.5	4	3	4	.5
5. Lines changed per page	4	8	10	8	4
========================	=======	=======	=======	=======	=======
6. Original pages per year (line 1 x line 2)					
7. Original lines per year (line 6 x line 3)					
8. Revised pages per year (line 6 x line 4)					
9. Revised lines per year (line 8 x line 5)					
10. Total lines per year ((line 6 + line 8) x line 3)					
11. Original/Revised lines per year (line 7 + line 9)					
12. Repetitive lines per year (line 10 - line 11)					